Section 10.1 FUNCTIONS MENU
Employee Data Collection Adjustments and
Data Collection Adjustments Overview

Purpose	This section provides an overview for **Timekeepers** and **Employees** to make time and equipment adjustments for prior pay periods by using the **Employee Data Collection Adjustment** or **Data Collection Adjustment** windows.
Tabs	Selection, Time, Equipment, Emp Info, History
Reminders	**1.** The Employee Data Collection Adjustment or Data Collection Adjustment windows are accessed through the Functions, Employee Data Collection Adjustment or Data Collection Adjustment items from the menu bar. The window used depends on whether time is being adjusted at the Timekeeper Unit (TKU) or Employee level. The TKU level uses the Data Collection Adjustment window where the employee uses the Employee Data Collection Adjustment window.
	2. Adjustments that will change the employee's hours balances (annual, sick, deferred, continuous service hours, hours til step, appointment, etc.) will NOT automatically update the balances in the Human Resource Management Network (HRMN) system. An adjustment to the hours balances will also have to be entered in HRMN.
	3. The Data Collection Adjustment windows consist of the following tabs:
	■ Selection - Allows Timekeepers to select a specific TKU/pay period or an Employee to select a specific pay period.
	■ Time - Allows for entry of adjustment to Time and Attendance data. Hours are displayed under the same option as they were entered in Data Collection (Hours Enter or Hours by CB Entry) unless a different option is selected to make the adjustment.
	Continued

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Reminders *(Continued)*	■ Equipment - Allows for entry of adjustment to hours and/or mileage applied to the use of specific equipment.
	■ Emp Info - Displays General Employee Information, Leave Balances and Standard Distribution data. *See Section 7, Data Collection Inquiry, for description of data displayed.*
	■ History - Displays actions taken upon an employee's time information once it has been submitted. *See Section 7, Data Collection Inquiry, for description of data displayed.*
	4. The Selection tab is the first tab displayed. Once the appropriate information is selected or entered, the user selects whether to adjust time, equipment or both. The Select button is then clicked, the Emp Info and History tabs become available. The Activity and Inventory tabs are not available and will always be inactive. Activity adjustments may be made in Data Collection. The Inventory tab is obsolete and will be removed in the future.
	5. All adjustments must be approved, the same as the initial entry in Data Collection, and may be approved or rejected. Adjustments made to the number of hours and hours type reported are automatically processed the same day they are approved. Gross Pay Adjustments (GPA) can be approved at any time but are processed on the last TKU release day. Equipment adjustments once approved are sent to the Financial Administration and Control System (FACS) for processing.
	6. For error or warning descriptions applicable *see Section 2.3*.
References	*No Specific References*

Issue Date: **March 26, 2001**
Revised: **October 15, 2001**

MAIN HRS

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Data Collection

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Main Menu

To display the adjustment windows, select the Functions menu item from the Menu bar and click on the Employee Data Collection Adjustment or Data Collection Adjustment menu item.